

# A Benefit For You

BEST CARE EMPLOYEE ASSISTANCE PROGRAM

## EAP Supervisory Notes 10 Attributes that Exemplify Leadership

*Dux Esto* is Latin for be a leader. The qualities that make *Dux Esto* a way of life are not intrinsic, but rather developed over time. Leaders are said to possess two types of power--- positional power and/or personal power. Positional power is related to a title or hierarchical level. Personal power is the ability to gain the confidence and trust of others. Natural leaders possess personal power whether they're a CEO or a front office professional. Ideally, the strongest leaders will possess both.

Though the list of attributes may be longer, consider the following key traits that true leaders demonstrate.

1. **Leaders are present.** They possess the ability to focus on one person at a time, so that each person feels seen and recognized.
2. **Leaders listen.** Not only do they pay attention to who is talking, but also remember what was said.
3. **Leaders are aware of both their verbal and nonverbal communication.** They recognize that their words have an effect on others, so they speak consciously, rather than yell, insult or demean. Additionally, they maintain credibility when their nonverbal actions match their verbal message.
4. **Leaders encourage.** Because they are secure in themselves, they can easily encourage others. Encouragement may relate to taking risks, learning from mistakes, developing skills, and even pursuing dreams.
5. **Leaders are honest.** True leaders put their values and ethics first, and do not make excuses for poor behavior. They do not say one thing in public only to do the opposite behind closed doors.
6. **Leaders are humble.** They recognize that arrogance is not only dangerous, but also disrespectful. Great leaders tend to show humility that allows them to serve others as well as themselves.
7. **Leaders persevere.** They know that failure and difficulties are not ends, but simply the means to explore new opportunities, experiences, and wisdom. They see the glass as half full rather than half empty.
8. **Leaders are courageous.** Even leaders may feel fearful at times. However, they don't allow fear and uncertainty to put a damper on their goals.
9. **Leaders are thoughtful.** They freely say "hello" and provide compliments for a job well done. They are conscious of other's time, well-organized, follow through on promises, and have the ability to keep the lines of communication open.
10. **Leaders are respectful.** They respect others and expect respect in return. They do not tolerate disrespectful behavior such as rumors or back stabbing.

*Leadership isn't the private reserve of a few characteristic men and women. It's a process ordinary people use when they're bringing forth the best from themselves and others.*

James Kouzes and Barry Posner, "The Leadership Challenge."

Source: [www.ivvsea.com](http://www.ivvsea.com)

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